

MEETING OF THE MONTEREY LIBRARY TRUSTEES
Held at the Monterey Library
October 19, 2015

PRESENT: Kenn Basler, Susan Gallant, Mickey Jervas,
Lisa Smyle and MaryPaul Yates
Library Director Mark Makuc
Absent: Beth Reiter

Meeting was called to order - 7:10pm.

MINUTES: The minutes of September 21, 2015 were corrected and accepted by motion made by Kenn and seconded by MaryPaul.

DIRECTOR'S REPORT: Android phones have a new app on which to access your personal CWMars account. Mark finds it easier to use than the system used by the library.

Although the Town Employee Handbook dictates the pay week as Sunday through Saturday, the accountant wants the warrant handed in earlier. Mark feels that Friday through Thursday works best with the library hours which is agreeable to the accountant.

Mark advised the board that Friday, November 27th [Black Friday] has been designated National StoryCorps Day. He and Wendy Germain have applied to the Cultural Council for a \$150 grant and plan to hold StoryCorps hours at the library from 2pm to 8pm on that day.

Donations to the Friends can now be made on-line through the library website. A letter acceptable to the IRS acknowledging the donation will be sent automatically to the donor.

Tim Spindler, the new director of CWMars, is making rounds to meet with all library directors served by CWMars. He recently visited Monterey and carefully listened to Mark's comments. We can expect cost for CWMars service which was billed at \$4,430 for 2015 to increase by 10% for 2016. We try to make payment as soon as the bill is received and save some money by doing so. This year we paid just under \$4,000. Tim is trying to organize remote meetings to save librarians from having to travel long distances and thereby increase attendance.

The agreement between the Trustees and P-3 has been signed by all parties. P-3 has been hired as our Project Manager for the expansion of our current building or construction of a new building to bring the library up to current and future needs. Dan Pallotta, P-3 President and Project Manager, plans to visit before the end of the month. By that time they will have the RFQ for Design Services advertised on the Central Register.

To date Mark has been approached by two architects who are interested in doing the design work. David King and his associate from Boston have both visited the library. David has done design work for other small libraries and has contacted Mark several times. Steve McAlister, of Clark and Green in Great Barrington, has also expressed a strong desire to do the work. A former resident of Monterey Steve is very familiar with the building and its site.

The financial report has been sent to the state, per requirements for State Aid.

Copies of existing library policies were handed out for review and updating during the November meeting. Emphasis is on confidentiality and material selection.

CHAIRMAN'S REPORT: Lisa received notice from the MBLC that the introductory program for new trustees will be held at the Lee Library on November 12th, from 6-8pm. MaryPaul and Susan have not yet attended and plan to do so.

OLD BUSINESS: None

NEW BUSINESS: Mickey handed out copies of the form for director's evaluation which is scheduled for the November meeting.

The meeting was adjourned at 8:05pm by motion made by MaryPaul and seconded by Susan.

NEXT MEETINGS: Monday, November 9, 2015 - 7pm
Agenda - Library Director Evaluation
Review Library Policies, update as needed

Submitted by: Mickey Jervas, Secretary